



IT9009 Change Weekend Shift Premium

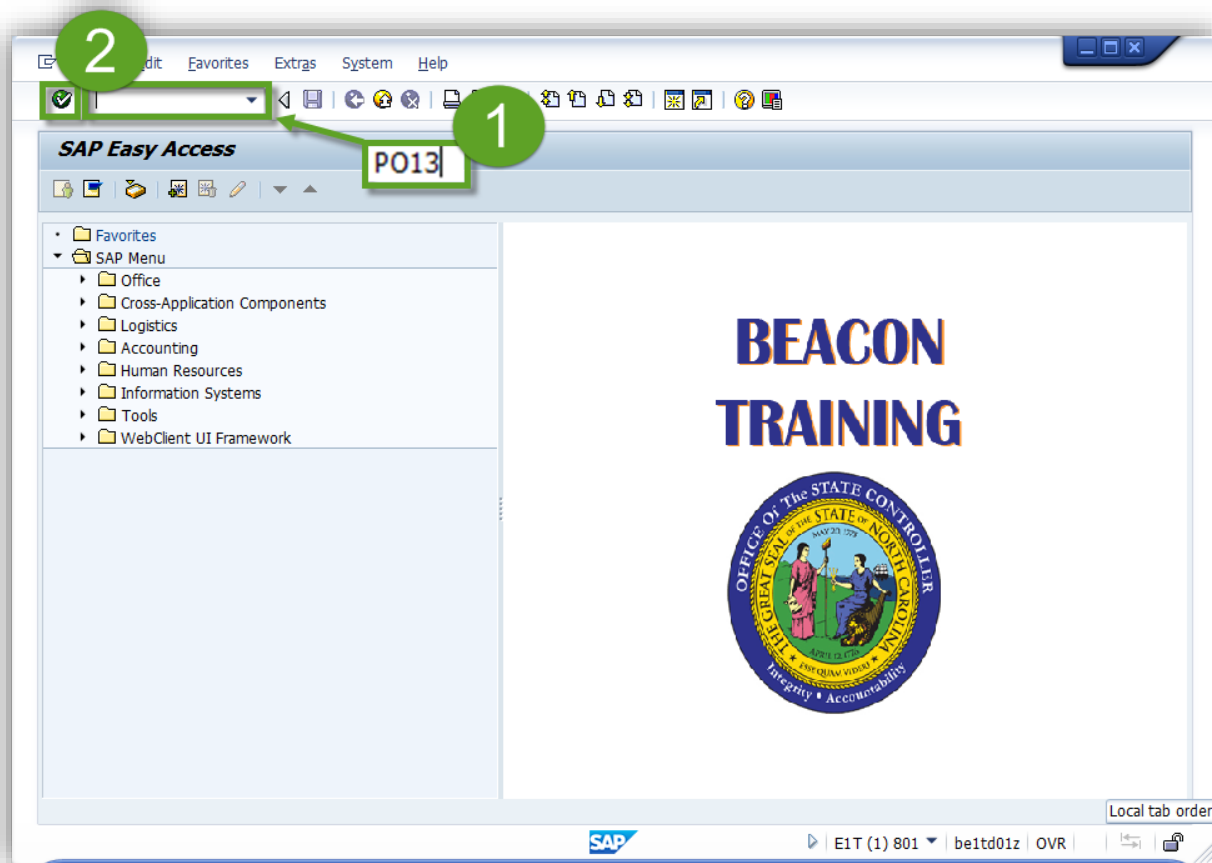
Trigger:


Use this document to change the Weekend Shift Premium for a Position.

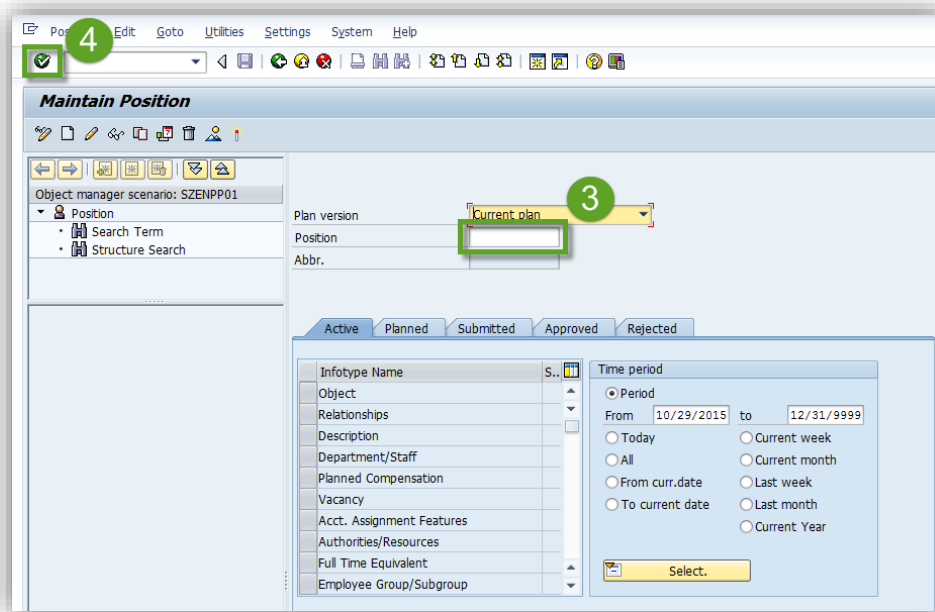
Business Process Procedure Overview:

Weekend Shift Premium (IT 9009) - Stores settings related to Weekend Shift Premium eligibility and Payouts. If OSHR has approved a rate other than the default of 50%, the rate must be entered as a percentage in the "Rate" field.


Procedure

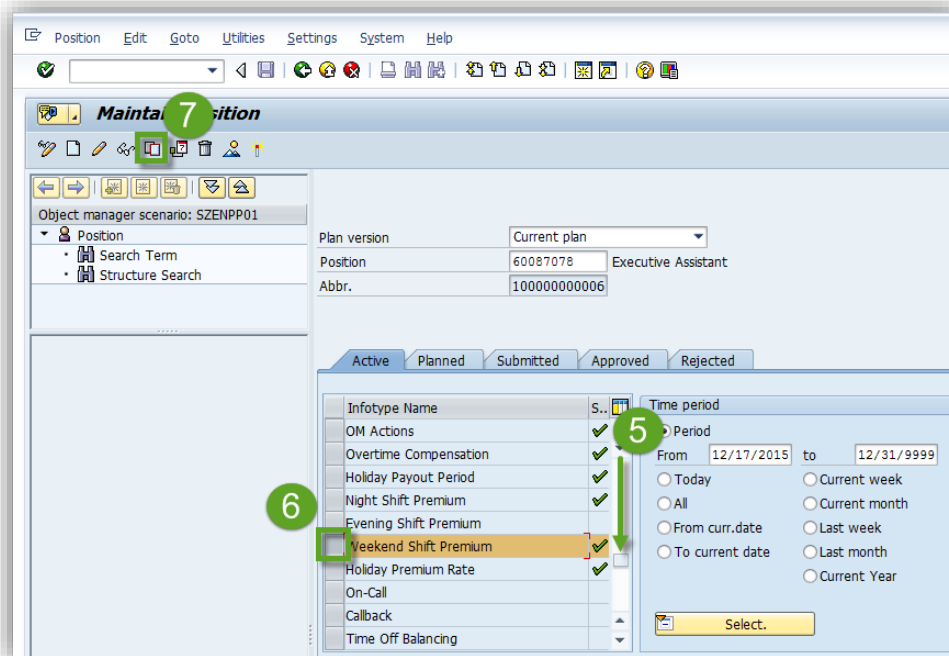


1. From the SAP Easy Access Screen, type **PO13** into the Command Field.
2. Click **Enter** .





The Maintain Position Screen will be displayed.


3. Enter the position number that you wish to change (i.e. 60087078)
4. Click **Enter** .




The position details will populate.


5. Scroll until you find “Weekend Shift Premium.” A Green check indicates that a Weekend Shift Premium record currently exists.
6. Click the **button** to the left of “Weekend Shift Premium” .
7. Click **Copy**  (See next page for other options).


You have several options for modifying an Infotype:

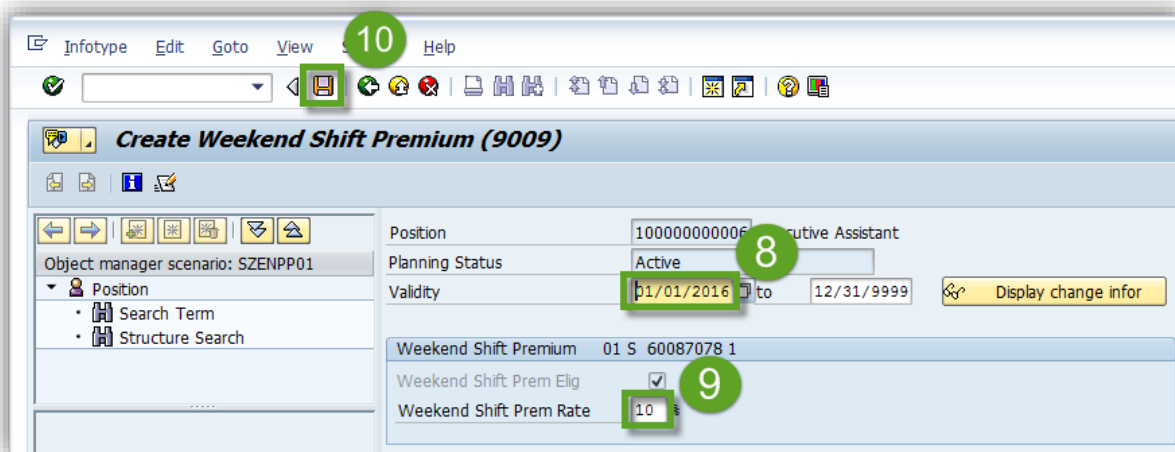


Information

Create  Creates a New record. Use when creating an IT which has not existed before.


Copy  Delimits the existing Infotype and creates a new, current IT. This method is **HIGHLY** recommended, as it preserves historical data.

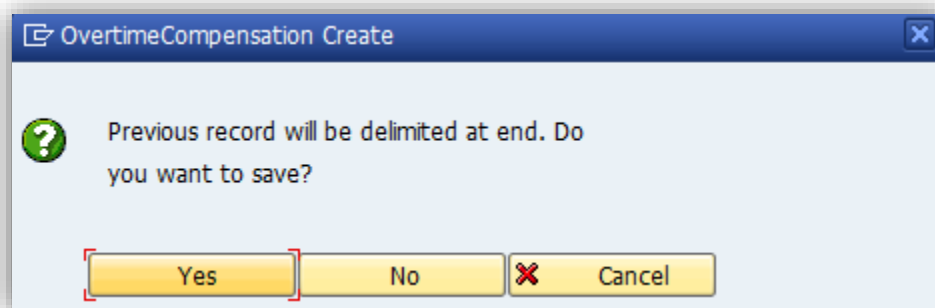
Change  Changes an existing Infotype without creating a new record. This method is **NOT** recommended as it overwrites historical record.



The screenshot shows the 'Create Weekend Shift Premium (9009)' window. Callout 8 points to the 'Validity' field where the start date '01/01/2016' is entered. Callout 9 points to the 'Weekend Shift Prem Rate' field where '10' is entered. Callout 10 points to the 'Save' button in the top toolbar.

The Copy Weekend Shift Premium screen will be displayed.

8. Change the start date of the record to the effective date of the change. (i.e. **01/01/2016**)
9. Change the "Weekend Shift Premium." (i.e. **10%**)
10. Click **Save** .



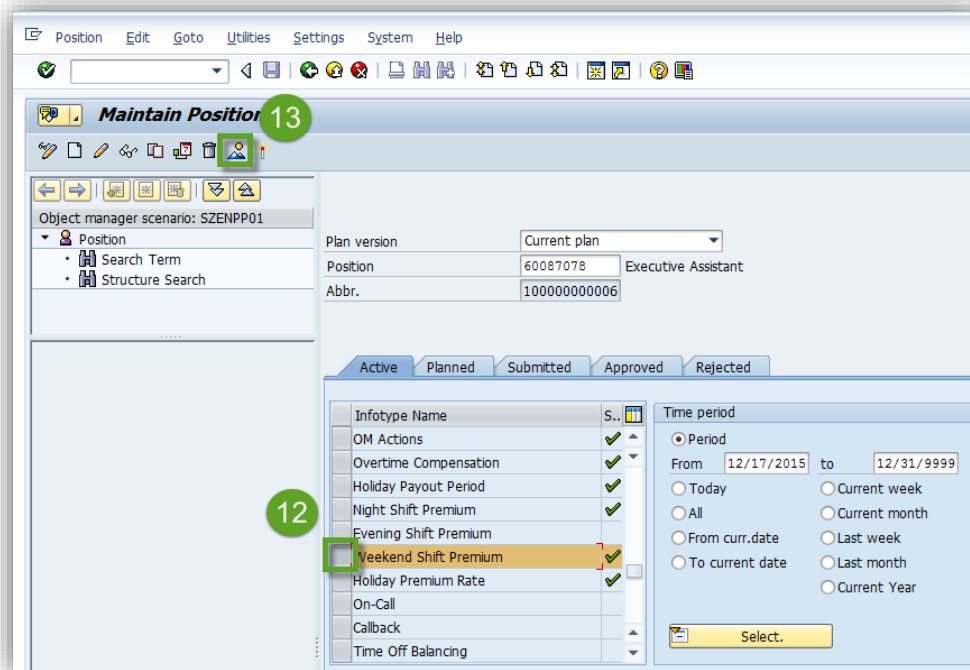
The dialog box titled 'OvertimeCompensation Create' contains a question mark icon and the text: 'Previous record will be delimited at end. Do you want to save?'. At the bottom, there are three buttons: 'Yes' (highlighted with a red box), 'No', and 'Cancel'.

If you are Copying an Infotype, you will receive a message reminding you that the previous record will be delimited.



11. Click .

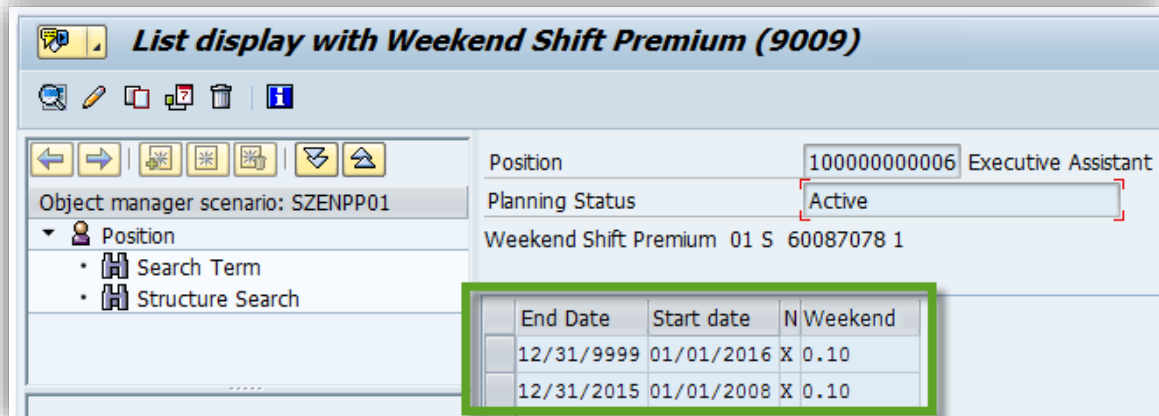


You should receive a message that the Record was created.



To view and confirm the change:

12. Click the **button** to the left of "Weekend Shift Premium" .
13. Click **Overview** .



A list of all Weekend Shift Premium Infotypes for the Position will be displayed, including the Validity Dates, whether the Position is eligible for Weekend Shift Premium, and the premium rate.

Additional Resources

If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area): (919) 707-0707
Phone (Toll Free): (866) 622-3784
Email: BEST@osc.nc.gov

Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/>

Other Job Aids:

[OM Tips and Tricks Job Aid](#)

Under Organizational Management > Job Aids

[PO13 Create Position Infotypes](#)

Under Organizational Management > BPPs

Change Record

Change Date: 1/11/2016	Changed by: David Lassiter
Changes:	Moved Change log to the end of the document. Updated Format, Screenshots, language and layout. Added "Additional Resources" Section Moved Tips and Tricks to "Additional Resources" Section.